

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 38

December 18, 2002

SUBJECT: INCIDENT RECORD - REVISED AND RENAMED

PURPOSE: The Department awards commendations to employees and on-duty reserve officers who perform service or acts deserving official recognition. However, a recent employee suggestion pointed out that many minor commendations (e.g., an employee's superior handling of a difficult situation, or alertness resulting in the apprehension of a suspect) are not documented, resulting in a lack of employee recognition. In an effort to more frequently capture and document minor commendable conduct by Department employees, the Incident Record, Form 1.27.0, has been updated to include additional fields for a more comprehensive report, and has been renamed to more accurately describe its purpose. This Order revises and renames the Incident Record, Form 1.27.0.

PROCEDURE:

INCIDENT RECORD, FORM 1.27.0 - REVISED AND RENAMED. The Incident Record, Form 1.27.0, is revised and renamed the Minor Commendation Report to reflect the following additions:

- * Fields have been added to identify the source of the commendation (e.g. radio call, third party, community meeting), the method by which the commendation was received and the name of the person reporting the commendable conduct;
- * Check boxes have been added to denote the reason the employee(s) was commended (e.g. attention to duty, tactical excellence, community relations);
- * A signature box has been added for the employee(s) to verify receipt of the commendation; and,
- * A box has been added to denote the date the commendation was entered by the Area/division in the Department Employee Commendation System (DECS).

The use and distribution of Form 1.27.0 have not changed. The completion of the form is self-explanatory.

FORM AVAILABILITY: The Minor Commendation Report, Form 1.27.0, will be available for ordering from the Department of General Services, Distribution Center, in about 90 days, and will be placed on the Department's Local Area Network (LAN). A copy of the form is attached for duplication and immediate use. The previous version of this form shall be marked obsolete and placed in the divisional recycling bin.

AMENDMENTS: This Order amends Sections 3/756 and 5/127.0 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Human Resources Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

Attachment

DISTRIBUTION "D"